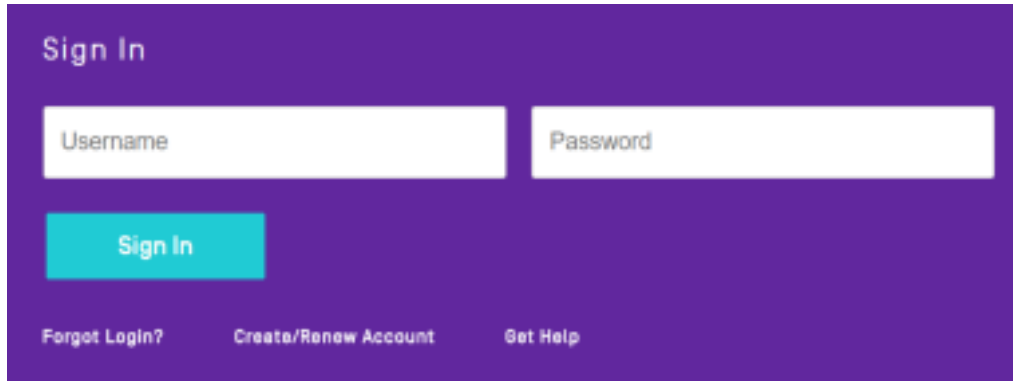


Quick-Start Guide: Authors



Accessing Your DRF Program(s)

To begin, go to login.taskstream.com and log in using your assigned username and password.



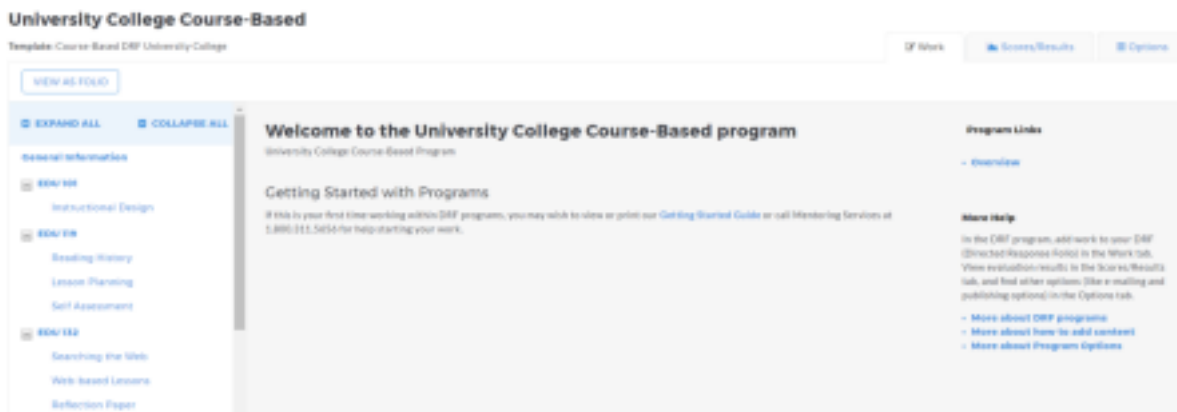
To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.

Work on a program

DRF Programs (Directed Response Folios)

[- University College Course-Based ->](#)

You will see the structure of your Directed Response Folio (DRF) in the left frame.



Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on Directions. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.



If you need to complete a form, click the **Complete This Form** link.



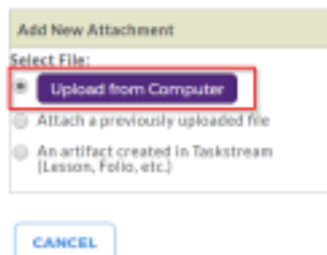
When you are ready to add work, click the button from the Add toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image**, **Slideshow**, **Standards**, **Attachments**, **Videos**, **Links**, and **Embed Media**.

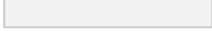

(Please Note – Depending on settings from your school, some of these options may not be available in your particular assignment/program.)

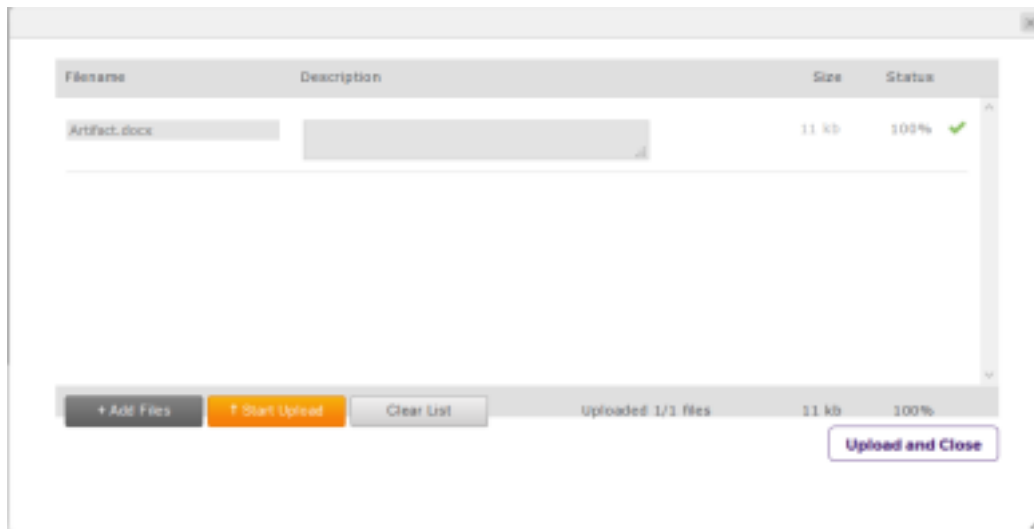


Adding Attachments

Select the type of file you wish to add. If you choose to add a file saved on your computer, click the **Upload from Computer** option.



- In the attachments window, click **Add Files**. 
- Use the dialog box to find the file(s) on your computer. (You can upload a single file or multiple files. To upload multiple files, press and hold Control (CTRL) or Shift and then click each file individually.) • Once you have selected the file(s) you want to upload, click **Open**.
- In the next window you can edit your file name(s) and/ or add a description (optional) and then click **Start Upload**. 
- Once your files have uploaded, click on **Upload and Close** (remember that you will still have to submit your work after this step; see the instructions further down for details).



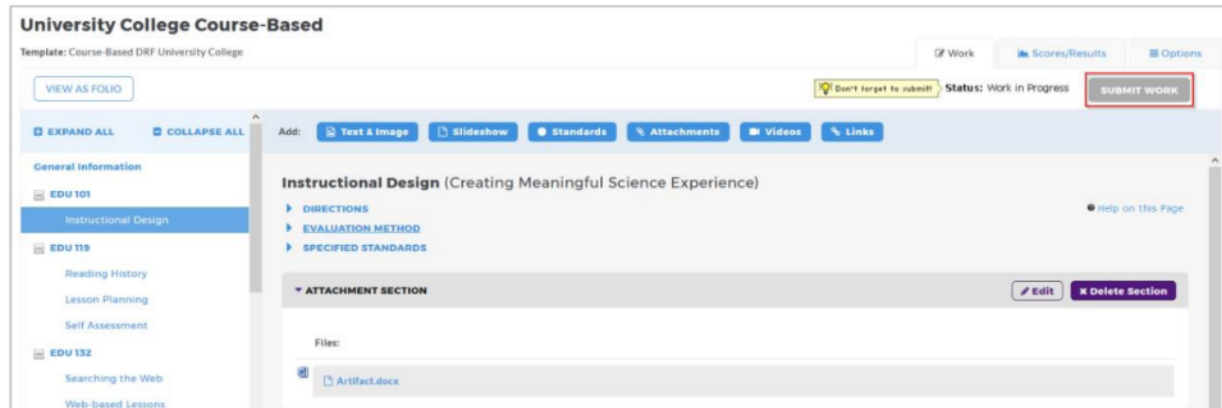
- If you choose to add a previously uploaded file, select the Attach a previously uploaded file option, and then select the category of work and the specific work product where the file is attached. Click the Add File button when finished.
- If you choose to add work that you created in your account, select the *An artifact created in Taskstream* option. You will then be able to select the type of work to be added (web page, web folio, etc.), and the specific work you would like to attach. Click the Add File button when finished.

When you are done adding attachments, click **Save and Return** to go back to the main program work area.



Submitting a Requirement to Your Evaluator

Click the **Submit Work** button from the top of the Work tab.



The screenshot shows the 'University College Course-Based' interface. At the top right, there are tabs for 'Work', 'Scores/Results', and 'Options'. Below these, a yellow warning icon says 'Don't forget to submit!'. The status is 'Work in Progress'. A red box highlights the 'SUBMIT WORK' button. The main content area is titled 'Instructional Design (Creating Meaningful Science Experience)' and includes sections for 'DIRECTIONS', 'EVALUATION METHOD', and 'SPECIFIED STANDARDS'. There is also an 'ATTACHMENT SECTION' with a file named 'Artifact.docx' and buttons for 'Edit' and 'Delete Section'.

Follow the instructions on the screen to submit your assignment and add comments, as necessary.

Are you sure you want to submit Instructional Design (of EDU 101) for Evaluation?

Your work will be locked and no further edits will be possible.

Add optional comments for your evaluator

Viewing Your Completed Evaluation

Click the name of the program from the home page.

Work on a program

DRF Programs

(Directed Response Folios)

[University College Course-Based >](#)

Click the **Scores/Results** tab and find the work you would like to view.

University College Course-Based

Template: Course-Based DRF University College

[Work](#) [Scores/Results](#) [Options](#)

Click the **Scores/ Results Report** button associated with the assignment for which you wish to view the evaluation.

Scores/Results Summary				
Area	Status	Actions	Results	History
Overall Folio Evaluation		This area does not need to be submitted	Not scored yet	
EDU 101				
Instructional Design		Submitted: 02/23/2017 12:48:43 PM	3.75/4 Score/Results Report	History/Comments